

Hosford Middle School

Student & Family Handbook



Friendship • Learning • Commitment

2303 SE 28th Place

Portland, Oregon 97214

Phone: (503) 916-5640

Fax: (503) 916-2637

<https://www.pps.net/Hosford>

PPS Language Line - Need a translator? We can call someone to help. Let us know!

中文 Chinese (503) 916-3585	Русский Russian (503) 916-3583	Soomaali Somali (503) 916-3586
Español Spanish (503) 916-3582	Tiếng Việt Vietnamese (503) 916-3584	Other (503) 916-3589

Contact Us - Administration, Specialists & Support Staff

Position	Name	Email Address	503-916-5640 ext.
Principal	Caitlin Klenz	cklenz@pps.net	70357
Assistant Principal	Amy Slaughter	aslaught@pps.net	70350
Principal's Secretary	Laura Gray	lgray@pps.net	70353
School Secretary	Kristy Carlson	kcarlso1@pps.net	70351
Counselor, 7th grade	Sahjo Brown	sbrown3@pps.net	70301
Counselor, 8th grade	Elise Newhouse	enewhouse1@pps.net	70320
Counselor, 6th grade	Cara Benny	cbenny@pps.net	70319
Counselor Secretary	Elizabeth Schroedel	eschroedel@pps.net	70302
School Psychologist	Amy Henning	ahenning@pps.net	70310
School Climate Specialist	Kim Anderson	kanders4@pps.net	70336
Library Assistant	Kate Fleming	kfleming@pps.net	70364
Library Media Specialist	Em Winokur	ewinokur@pps.net	70364
Cafeteria Head	Tonya Hamlin	Ns257@pps.net	70318
School Nurse	Shannon Schupp	sschupp@mesd.k12.or.us	70360
School Health Assistant			70360
PPS Transportation	(school buses)	transportation@pps.net	503-916-6901

Parent Teacher Student Association (P.T.S.A.)

The P.T.S.A. works with the staff at Hosford to enhance the educational experiences for all students. As an organization, it promotes effective communication and the involvement of parents and families in the middle school experience.

Position	Name	Email Address
President	Heidi Evans	ptsahosford@gmail.com

Hosford Mission

Friendship: We build and maintain relationships with each other and our community.

Learning: We learn about ourselves, others, and the world.

Commitment: We try, persevere, and follow through on rigorous academic and personal goals

Hosford Vision

To provide a learning environment of strong academics and respect by fostering opportunities for student creativity, service, and exploration in a community of life-long learners. We draw from a menu of tools and strategies designed to meet the needs of all of our students because we know that all students learn differently and need to be engaged in their studies.

Transitioning to Middle School

The jump from elementary to middle school is a big one. You are at a very important stage in your development as a person. You are experimenting to find out who you are and where you fit in. At the same time, you are going through important hormonal and physical changes that affect judgement and decision-making. Research tells us that young people's brains are not finished developing until they are into their mid-20s; as pre-teens, students' frontal lobes are not yet fully developed. This is why we believe in the importance of routine teaching around expected safe, responsible, and respectful behaviors. Automating these habits is important so that you can rely on these ingrained habits in the moment. We want our community to be warm, welcoming, and inclusive for every student and family and we expect every student, family, and staff member to contribute to building this kind of school community. We believe that clear, frequent, friendly, and mutual communication between school and families is important in order to best support our students. We encourage students to talk to adults in the building when they have a question or concern and families to reach out to us for any reason. If you are having trouble getting in touch with a teacher, counselors/administrators can help. We are here to support.

Safe School Statement

All students have the right to feel safe and included at Hosford Middle School so that they can thrive academically and socially. Bullying, harassment, and discrimination are not tolerated. This includes bullying, harassment, and discrimination on the basis of race, gender, religion, disability, national origin, sexual orientation, and gender identity. This includes in-person behavior as well as online and social media activity. Students should immediately report any instance of bullying, harassment, or discrimination to an adult. If you see something, say something.

What is the difference between bullying and normal conflict?

Bullying = repeated, intentional, targeted, power difference, serious

Normal conflict = one time, possibly unintentional, random, no power difference, minor

Student rights specific to gender identity & gender expression

All students in Portland Public Schools have the right to:


- Be treated equally and be free from bullying, harassment, and discrimination, regardless of sexual orientation, gender identity, or gender expression. Report bullying or harassment without fear of consequences or retaliation and have that report acted on by administrators.
- Assert their gender identity at school, and be addressed by a name and pronouns that correspond to their gender identity.
- Have access to a bathroom and locker room that corresponds to their gender identity, and to make alternative arrangements to dress down for PE if they feel uncomfortable in the locker room.
- Participate in PE and sports that correspond with their gender identity.
- Wear clothing that expresses their gender identity (as long as it follows PPS dress code, which applies to all students regardless of gender).
- Be out about their identity at school. (And also, to keep their identity private if they choose to do so.)
- With parent permission, students can change their first name in the school's information system. Without parent permission, students can change their preferred name in the school's information system.
- With parent permission, students can change their gender marker to male, female, or nonbinary in the school's information system. All that is needed to make this change is a written request to do so, using the [Name & Gender Change Form](#). (If a student does not have parent permission to make this change, a student still has the right to be referred to by the name and pronouns that correspond to their gender identity.)

For more detailed information on the rights of Transgender, Nonbinary and/or Gender Diverse Students, please read the [PPS Gender Diversity Support Guide](#).


SafeOregon

Please do not hesitate to reach out to administration via phone or email or [SafeOregon](#) if you need to report unsafe or concerning behavior. SafeOregon is a program created for Oregon students, parents, school staff, community members and law enforcement officers to report and respond to student safety threats. Website address: <https://www.safeoregon.com/>


TIPS CAN BE SUBMITTED IN A VARIETY OF WAYS





EMAIL
tip@saferegon.com




CALL OR TEXT
844-472-3367



MOBILE APP - Android v3.0 iOS v1.9.5



WEB PORTAL
[REPORT A TIP ONLINE](#)

Student Information

Entry and Dismissal



For reasons related to supervision, students must wait to enter the building until 9:05 am, except for breakfast in the cafeteria, which begins at 8:45 am. Once a student has arrived on campus for safety reasons they should remain on campus until dismissal or signed out in the main office.

Hall & Restroom Passes

Hosford Hall Pass

Name: _____

Date: _____ Time: _____

To: _____ From: _____

Signed: _____

Return Time _____ Teacher Initials _____

One of our school values is “Learning”, which students must be present to do. Our expectation is that students are in class for the entire period, and should rarely need to leave the instructional environment. If a student must leave to use the restroom or for another legitimate purpose (leaving for an appointment, etc.), they should ask the teacher for permission, take the hall pass, and travel with purpose. Students are expected to be in class during the first and last 10 minutes of each period so as not to miss information. Students found in the hall without passes will be sent back to class. Repeated incidents will

Cell Phones at School



Hosford has an “Away for the Day” with the expectation that phones will not be used once students enter school and the school day begins. As we learn more about the effects of screen time and their impacts on developing brains we would like to encourage families to support their students in leaving phones and other electronic devices at home or locked in their locker for the day. We are working to be able to provide any technology students need for learning during the school day, so no phones are needed for studying or accessing school during the day. We thank you in advance for talking to your student about this and building a plan to help them keep their phones away all day. As always, students may

necessitate parent/student conference, and possible discipline interventions.

contact their families by coming to the office whenever needed.
Thank you in advance for supporting us with this important move to increase student engagement with learning and social interactions while at school.

Families, if you have an emergency and need to contact your student during class time, please call our office at 503-916-5640. We are not responsible for and will not investigate lost or stolen cell phones on campus.

Lost and Found



Students are encouraged not to bring valuable items to school and to make sure all articles are marked with the owner's name so if lost, can be easily returned. Students who may have lost personal possessions should report it to the main office. Lost clothing will remain on the Lost and Found table for a month before being sent to the PTSA Clothes closet. Non-clothing items, i.e. glasses, watches, jewelry, keys, etc. will be kept in the office. Please refrain from bringing expensive

PPPS District Dress Code Policy



The District Dress Code policy applies to all schools in Portland Public Schools grades PK-12, with the exception of schools with a Uniform Dress Code policy. *The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.*

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.

Emergency Procedures



In the event of an emergency, students are expected to pay close attention to all directions given by the adult in charge. Students and staff will exit the building in an orderly fashion through the emergency exit plans posted throughout the building. Students will remain in the designated areas away from the building until an "all clear" horn or verbal announcement to return to the building is given. All emergency procedures will be taught and practiced throughout the school year.

valuable items such as cell phones, electronics, or large sums of money.

Personal Property

In the event that a student discovers that personal property is missing, please come to the main office and complete a Lost/Stolen Report Form. We will not investigate or pursue stolen or lost electronics. If non-essential school items are brought to school, it is the student's responsibility to properly secure them. We recommend that students write their name on all items.

- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violation



If you become ill at school, you should do the following:

1. If you are in class, ask the teacher for a pass to the main office. If you are between classes, report to your next class for a pass. If you come to the main office without a pass you will be sent back to class for a pass from your teacher.
2. Check in with the main office to be admitted to the health room.
3. If a phone call needs to be made to family concerning your illness, please contact the main office secretary.
4. If your parent/guardian approves your release from school, you will be checked out to your parent-guardian through the main office.
5. If your parent/guardian does not approve the release from school, you will return to class.

Medication

In order for a student to receive medication during school hours, a form must be completed by a parent/guardian (available in the main office) and be brought to the main office or school nurse along with the medicine in the original bottle.

Lockers



Students will be issued a locker to share with one other student. **Lockers are school property and may be opened at the discretion of a building administrator.** Students are to use the locker they are assigned. Locker switches will be made by our SCS only. Most locker problems occur when lockers are left unlocked, combinations are pre-set, or locker combinations are told to other students.

Care of your locker:

1. Keep your locker combination to yourself or your locker partner.
2. Only 2 students share a locker.
3. Keep locker closed and locked.
4. Keep locker clean and orderly.
5. Keep out of other students' lockers.
6. Leave valuables at home.

Textbooks



Students are responsible for all books that are issued to them. If an item receives more than normal usage, a fine will be assessed and added to the student's fees. If material is lost, the student/family must pay for its replacement.

To help prevent textbook problems, you should remember the following:

1. Write your name and the date inside the cover of each book issued to you. It is suggested that you purchase, or make a book cover to help prevent undue wear and tear. **Caution:** Do not use contact paper and do not tape the cover to the book as it results in damage when it is removed.
2. When you receive your textbook(s), check it carefully. Notify the teacher if there are any stains, tears, or pages missing so you will not be held accountable for those damages at the end of the school year.
3. Don't write or draw on your textbook as you may be fined.
4. Lending textbooks to friends often results in lost books. Since you are responsible, you will be charged for its replacement. You must return the book(s) assigned to you or you will

		<p>be charged the full replacement cost of the book(s).</p> <p>5. If a book is stolen, it must be immediately reported to the library.</p>
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Water Bottles



Students are encouraged to bring reusable water bottles to stay hydrated throughout the day. Working water fountains are available on site.

Counselors



If you would like to see your counselor for support, please see the sign-up sheet outside the Student Success Center. If it is an emergency, please let the main office know and someone will see you right away.

Bicycles, Skateboards & Unicycles



In order to assist with the protection and safekeeping of student bicycles and skateboards, please follow these guidelines:

1. State law requires that helmets be worn when riding a bike or skateboard.
2. All bicycles should be locked to the bike racks located in the bike corral behind the school, or on 28th Place.
3. Students may not ride bicycles or skateboards during school hours or on school campus.
4. If a student's bike is damaged or lost, please report it immediately to the school office and the SCS will coordinate contacting the school police. Knowing the serial number will assist in proper safekeeping. **The school does not assume any responsibility for damage or theft to bicycles on school property.**
5. Skateboards must be stowed in lockers during the school day and may not be ridden in the hallways.

School Closure for Weather

Check the PPS website at

<https://www.pps.net/Page/124>

Get text messages regarding delays or closures sent directly to your phone:



Student Organizations & Activities



[Portland Interscholastic League \(PIL\)](#) and PTSA offer sports and after school activities, which are open to all students. Fees apply to some activities, but there are many scholarships – no student will be turned away.

PIL sports run on their own schedule; information will be distributed as it becomes available.

HEAT: Please visit hosfordpts.org/heat for information about HEAT classes.

Queer Straight Alliance (QSA)



The mission of QSA is to provide a safe and supportive environment for lesbian, gay, bisexual and transgender youth and their straight allies. This club meets regularly, assisted by a staff advisor, and is open to any student regardless of race, ethnicity, or sexual orientation.

Student Affinity Groups



Affinity groups provide an opportunity for students who identify with various racial groups

to create community, learn about culture, develop leadership skills and enhance their educational experiences. They allow students who share an identity to gather, talk in a safe space about issues related to that identity, and transfer that discussion into action that makes for a more equitable experience for all students at school.

Hosford sponsors the following affinity groups:

Asian American Alliance

Black Student Union

Future Latinx Leaders

Multicultural Student Union

School-Wide Expectations
Learning Environment Expectations


Friendship	Learning	Commitment
<p>Students:</p> <ul style="list-style-type: none"> ● Encourage, support, and protect each other ● Listen and ask questions ● Work together to solve problems ● Celebrate each other <p>Staff:</p> <ul style="list-style-type: none"> ● Encourage, support, and protect each other ● Listen and ask questions ● Work together to solve problems ● Celebrate each other 	<p>Students:</p> <ul style="list-style-type: none"> ● Are focused & engaged ● Work to understand each other, the content, and the world ● Keep it clean (spaces & language) ● Use technology to support and enhance learning <p>Staff:</p> <ul style="list-style-type: none"> ● Are enthusiastic about our content ● Make our content real, relevant, rigorous, and relational ● Foster growth ● Assess and reflect to support learning 	<p>Students:</p> <ul style="list-style-type: none"> ● Ask for and offer help ● Keep trying (we use “yet”)* ● Set goals and follow through ● Expect the best of ourselves and others ● Are prepared and ready to learn bell-to-bell <p>Staff:</p> <ul style="list-style-type: none"> ● Keep trying (we use “yet”)* ● Ask for and offer help ● Teach, reinforce, and reward expectations ● Are prepared and ready to teach bell-to-bell ● Make learning active and engaging <p><i>*As in, not there yet, but can be in the future</i></p>

Common Area Expectations




Outside	Library	Auditorium
<ul style="list-style-type: none"> ● No gum, food or drink allowed outside, except water ● Stay within boundaries & within sight of an adult ● Boundaries = blacktop & grass. Do not pass fences. ● Stay off trees, fences, and building structures, no climbing ● Use appropriate language ● Touch football only, no tackling allowed ● No soccer on the blacktop; use the field! ● Stairs are only for accessing building, not for play ● Keep sidewalk and grass by cafeteria/student center clear. 	<ul style="list-style-type: none"> ● Library computers are for school work only. Check with librarian if you are unsure. ● Books are the student’s responsibility until they are returned. If they are lost or damaged, it is the responsibility of the student. ● Books can be checked out for 2 weeks ● Be aware of others when in the library: this is a quiet space where people are working ● No food or drinks are allowed in the library ● Students must have a pass to be in the library during class time. 	<ul style="list-style-type: none"> ● No gum, food or drink are allowed ● Please do not touch music or drama equipment even if it’s in sight ● Sit quietly where you are directed to sit ● During performances, stay quiet and respectful ● Keep feet off of chairs ● Stay off the stage unless directed otherwise ● Walk through aisles. Please do not walk over seats.

Common Area Expectations

<p style="text-align: center;"><u>Cafeteria</u></p> <ul style="list-style-type: none"> ● Enter west (left) door for lunch ● Go around tables to get in line, not through tables ● Be fair: no cuts, no holding spaces ● Follow salad bar rules; use tools ● Plan to have money for food, or fill out a free/reduced form; the cafeteria can't lend money to you ● Clean up after yourself ● Use the east door to go to the gym, computer lab or library or outside ● During lunch, locker visits are for emergencies only ● For health reasons, all food must stay in the cafeteria 	<p style="text-align: center;"><u>Office</u></p> <ul style="list-style-type: none"> ● If late, check in at main office window ● Come in quietly ● Be patient; please don't interrupt ● If sick, go to nurses' office if open, if not go to main office ● Respect flow of traffic, don't stand in the doorway ● Obtain permission before using the phone ● Always use appropriate language ● If you need help with anything, please ask! 	<p style="text-align: center;"><u>Gym</u></p> <ul style="list-style-type: none"> ● No food, water or gum - no exceptions ● Use equipment properly ● Show good sportsmanship at all times ● Return equipment when whistle blows ● No running in or out of doors, stay in the gym ● Loss of gym privileges may result from not following expectations.
<p style="text-align: center;"><u>PPS Device Usage</u></p> <ul style="list-style-type: none"> ● No violent games / or inappropriate websites allowed; if you aren't sure, ask ● Social Media use is not permitted at school, outside of educational-use (class websites, etc.) ● Any vandalism (pulling out mouse balls, rearranging keyboards) will result in loss of computer privilege ● No food or drinks near devices 	<p style="text-align: center;"><u>Bus</u></p> <ul style="list-style-type: none"> ● Get belongings quickly and exit north door (by cafeteria) after final bell ● Buses leave promptly ● Buses have their route numbers on the side, by their doors. If you don't know your route number, ask for help as soon as possible ● Only students who are on the bus drivers' lists are allowed to ride the bus ● Friends may ride the bus home only if they turn in a signed note to the office prior to getting on the bus. ● All bus rules must be followed once on the bus including: <ul style="list-style-type: none"> ● Listen to bus driver ● Secure skateboards ● Students must stay behind yellow line ● Gum and litter are not allowed ● Language must be appropriate ● Students must stay in seat 	<p style="text-align: center;"><u>Hallway/Bathroom</u></p> <ul style="list-style-type: none"> ● Walk, don't run ● Get to class on time ● Hall passes are required if you are in the hall during class time ● Keep your hands to yourself ● Avoid blocking traffic, standing in high traffic areas to socialize slows everyone down ● Take care of your lockers, if you are having trouble, find Ms. Anderson. Please do not kick or bang on it. ● Keep restrooms clean ● Graffiti hurts our school, please don't deface Hosford ● In boys' bathroom: keep urinals free of garbage, urinate in urinals/toilets only ● In girls' bathroom: use bags for feminine hygiene products, throw away in trash can ● In gender-neutral bathroom: keep space clean and trash free

PPS PORTLAND PUBLIC SCHOOLS 

Missing School = Missing Out!

As we enter the last weeks of the school year, we want to remind you about the importance of school attendance.

If your child missed school due to an illness or travel this winter, great attendance now can make up for those missed days.

Good Attendance—95% or higher (Missing 0-1 days per month)	Acceptable Attendance—90-94% (Missing 1-2 days per month)	Chronic Absence—89% and below (Missing more than 2 days per month)
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ATTENDANCE MATTERS

Portland Public Schools is an affirmative action and equal opportunity employer.

School Attendance

Attendance will be taken every class period. Students are expected to be on time and in class for each period. In the event of an unexcused absence, family will be contacted and a conference may be necessary. According to ORS 339.965, excused absences are: Personal illness, Family illness, Emergencies, Funerals, and Suspensions. Parents/guardians of students with unexcused absences are called via the PPS Auto-dialer system twice daily beginning at 12:00pm and 5:00pm. Our school attendance team meets bi-weekly to address issues and concerns. Families may be contacted if student attendance drops below 80%.

Reporting Absences

- **The attendance line is 503-916-5640, choose #2 for “report absence”**
- If students are absent from school for any reason, a phone call to the main office by 9:00 AM from a parent/guardian is required to inform the school that the student will not be present.
- If a note is written to excuse an absence, the note must be signed by a parent or guardian and include the date(s) and specific reason for the absence.

Tardies

Our school value of commitment means we expect students to be in class and actively engaged in learning from bell-to-bell. The first minutes in class are critical as teachers are often presenting new information and setting the academic tone for the lesson. The school day starts at 9:10 am and the tardy bell rings at 9:15 am. Students have 4-minute passing periods between classes.

Attendance Calculations

- Full Day Absence: missing 51% or more of the day
- Half Day Absence: missing 25% - 50% of the day
- Class Absence: missing more than 25% of the class period (more than 15 minutes)
- Tardy: Not present at the start of class and misses less than 25% of the class period (less than 15 minutes)

10 Consecutive Days Absent Withdrawal

When a student has been absent for 10 consecutive days, the student must be withdrawn from the rolls by the school. Some examples of students who must be withdrawn are: a student on a long-term medical leave, on maternity leave, on extended vacation, or taking early release at the end of the school year. A student who is absent and completing homework assignments must still be withdrawn according to State law. Hosford will actively help families with re-enrollment.

Appointments, Check In/Out Procedures

Students who arrive late, or need to leave early due to an appointment, must sign in/out with the school secretary in the main office. If the absence is pre-arranged, please send a note with your student identifying the time you would like them to be at the office ready to leave.

This process is an effort to reduce the number of interruptions during classroom instruction. We realize some appointments and family needs cannot be prearranged. In this case, the office will call for the student to leave when family arrives. If family arrives while student is at lunch, please be aware that it may take time to locate the student, as several hundred students eat lunch simultaneously.

Absences & Homework Requests

Homework requests will be processed starting on the 2nd day of an absence, and need to be received before 9:00 AM for pickup at 4:00 PM.

Planned or Prearranged Absences





If for any reason a planned extended absence from school becomes necessary, please notify the school secretary by phone at least one week in advance to make arrangements. Students are responsible for communicating with teachers regarding homework. Please note that teachers are not required to prepare advance homework packets for students on extended vacations.

Attendance Awards

Students with 97% daily attendance are recognized quarterly at our school-wide assembly.

Proficiency Grading

Hosford Middle School uses proficiency practices when assessing what students know and can do. This means students have the opportunity to make multiple attempts at showing skills and content knowledge. Marks are issued for final assessments completed by the student and related to the standards.

Mark	Explanation	
Highly Proficient (HP)	Student consistently hits the learning target/standard with a high level of mastery.	
Proficient (PR)	Student consistently hits the learning target/standard.	
Close to Proficient (CP)	Most of the time proficient or nearly proficient. Student may show some inconsistencies with hitting the target/standard.	
Developing Proficiency (DP)	Student does not hit the target/standard regularly.	

Report Cards

Hosford Middle School reports student academic progress on a quarterly basis. Report cards will be mailed home at the end of each quarter. The **performance mark** indicates students' progress in demonstrating proficiency with grade level and/or course standards.

Mid-term reports will be mailed home at the middle point of each quarter, and will reflect classes that students are at risk of being below grade level standards. Student progress can also be monitored using the PPS online gradebook tool called Synergy. ParentVue and can be accessed on both the PPS website, and at <https://parent-portland.cascadetech.org/portland/>

Effort: Class participation and student responsibility are reflected in the following comments:

“Consistently, Often, Sometimes, or Rarely manages responsibilities”.

Hosford Learning awards are earned by students who have all HPs and/or PRs on their quarterly report card.

Hosford Commitment awards are earned by students who have all “Consistently manages responsibilities” comments on their quarterly report card.

Homework

At Hosford, we believe that homework supports classroom instruction and activities. It is intended to reinforce learning. The amount of homework may vary according to the teacher, subject, and student's progress toward proficiency.

Academic Programs

The PPS school board determines our instructional program for Math, Science, Language Arts, Health/PE and Social Studies. The standards for each course are set by the Oregon Department of Education and the Common Core State Standards.

AVID (Advancement Via Individual Determination)

Hosford is an AVID school. AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society. AVID is an elective class that requires an application for admission beyond 6th grade. AVID strategies are used in other classes throughout the school.

Electives

At Hosford, we believe students should be exposed to a broad range of experiences in the Arts, Music, Computers, Leadership, Industrial Technology, Languages, and more. Please note that although we do our best to honor student forecasting choice, due to the intricacies and constraints of the master schedule, students may receive some electives that they have not selected. We believe this is an opportunity for students to explore new areas of interest they may not have previously considered.

Mandarin Immersion Program

The goal of the Portland Public Schools Department of Dual Language (DL) is to “support the district goal through multi-lingual programs. Closing the opportunity gap for historically underserved students is a priority. To this end, the department provides multiple pathways and entry points for students to become bilingual and bi-literate. A variety of programs are offered to support the diversity of levels of proficiency in the partner languages.”

Students who have completed 5th grade in a Mandarin Immersion Program may enter Hosford's Immersion program. Native speakers and students with appropriate language proficiency may also enroll. Students take Language Arts and Social Studies in Mandarin and are integrated with other students for the remainder of the day. As part of the China Research Residency, occurring in their 8th grade year, students have the opportunity to participate in a cultural exchange with LiDa middle school in our sister city of Suzhou, China.

Additional Services

Special services are provided to students who qualify for Special Education, TAG (Talent and Gifted) and ELD (English Language Development), 504 Plan (Learning Accommodations), Title X (Homeless), and Free/Reduced Lunch. Please contact the main office or your student's counselor if you have questions

School Climate - Our school expectations are built around three shared values:

- **Friendship:** *Building and maintaining relationships with each other and our community.*
- **Learning:** *Learning about ourselves, others, and the world.*
- **Commitment:** *Trying, persevering, and following through on rigorous academic and personal goals.*

Culturally Responsive Positive Behavior Interventions and Supports (CR-PBIS)

Research shows that when school staff acknowledge positive behaviors at least three times more often than correcting behavioral mistakes, misbehaviors decrease significantly. CR-PBIS uses disaggregated data (by race, special needs, language proficiency, etc.) to make decisions about and develop the systems and practices of our school. The unique racial, cultural and linguistic makeup of our school is explicitly addressed at every decision point.

Classroom Management Plans

Each teacher has an individual classroom management plan that highlights how they create community, develop community agreements, teach expectations, acknowledge and reinforce positive behaviors more frequently than negative, develop routines, fluently redirect and respond to low-level misbehavior, and implement interventions for students who may be struggling to demonstrate success academically, behaviorally, or with attendance.

Restorative Justice

Restorative Practices, also referred to as Restorative Justice, are a range of community building, reparative, and peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline.

Restorative Inquiry is an essential restorative practice, and asks a series of guiding questions:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

Hosford Middle School aims to provide students with the opportunity to reflect on the impact of their actions, restore harm, and develop skills to make better choices in the future. Our ultimate goal is for students to be reintegrated back in the learning community. We incorporate this philosophy while still abiding by PPS' Student Conduct & Discipline Guidelines, and use this lens to ensure students are in safe, healthy, and collaborative learning environments.

This philosophy is also used as an alternative to exclusionary discipline practices as appropriate, focusing on accountability and strengthening relationships. Practices can be proactive and reactive, such as restorative inquiry, mediation, conferencing, dialogue, and circling, that have three foundational themes:

- 1. Understanding impact and repairing harm:** Restorative practices focus on understanding the collective impact and repairing the harm associated with misbehaviors, establishing responsibility and meaningful accountability. Each process has the following guiding questions: What happened? Who was affected/impacted? What can be done to make things right? What will keep things right? How can others support you?
- 2. Engaging community:** Restorative practices rely on building a web of relationships throughout the school community, including administrators, teachers, staff, school resource officers, students, family and community organizations; a web that supports students to make responsible decisions and holds them accountable for misbehaviors. Community support could mean participation in a mediation or circling process or providing community service opportunities.
- 3. Empowering all involved:** It is critical that those who are harmed or impacted to have a voice defining how to repair the harm so they feel equally supported by the school community and stay engaged. One of the primary functions of restorative justice in schools is to reintegrate students who have misbehaved, rather than excluding them and risking further separation, negative attitudes towards school, and discontinuation of academic learning.

Student Behavior Expectations

PPS Student Rights & Responsibilities

Students are expected to abide by the school district’s policies as outlined in the Portland Public School District ’s [Students Rights & Responsibilities Handbook](#) as well as state and federal laws. This book outlines possible school rule violations, and associated consequences and interventions related to these. Violation of criminal law while on school property will subject a student to possible suspension and/or expulsion from school along with possible legal penalties. Copies of the district handbook are sent to homes in September. Additional copies may be obtained at the main office.

“Think” Sheets

If a student is asked to take a timeout from class due to persistent disruption, they will come to the office, complete a “Think” Sheet and then rejoin the class with a plan to be successful moving forward. In the event a student refuses to engage with a plan to be successful in class, the student will meet with administration, their family will be contacted, and there may be further discipline interventions initiated.

Behavior Reports

Below are some examples of student behaviors and how they are addressed. A comprehensive list of violations, detailed definitions, and possible consequences listed by severity can be found in the [Student Rights & Responsibilities Handbook](#).

Student Behaviors		
<p>Low Level Behaviors Behaviors are handled on the spot using simple redirections, support strategies and teachable moments (Repeated minor: teacher check-in with family)</p>	<p>Minor/Stage 1 Staff Supported Behaviors PPS Stage 1 report used (Teacher makes contact with family by phone, voice mail, email or in person.)</p>	<p>Major/Stage 2/3 Team Supported Behaviors Teacher makes initial contact with family within 24 hours. Admin/SMS will follow-up with results of investigation and disposition within 48 hours.</p>
<p>Language</p> <ul style="list-style-type: none"> • Language “slips” • Inappropriate non-swearing language • Student repeats language but doesn’t understand its meaning 	<p>Swearing/Vulgarity (written/spoken)</p> <ul style="list-style-type: none"> • Chronic use of swear words • Use of obscene hand gestures • Minor suggestive/sexual talk 	<p>Swearing/Vulgarity (written/spoken)</p> <ul style="list-style-type: none"> • Use of swear words directed at others • Repeated of obscene/offensive hand gestures • Repeated or explicit/offensive sexual talk

<p>Misuse of Property</p> <ul style="list-style-type: none"> • Careless accident • Bathroom damage • Teasingly taking others possessions 	<p>Vandalism/Theft</p> <ul style="list-style-type: none"> • Thoughtlessly damaging property –can be easily fixed w/ little time or no cost • Taking other’s possessions without intent to be hurtful to anyone else. 	<p>Vandalism/Theft</p> <ul style="list-style-type: none"> • Taking others possessions to keep • Purposefully damaging property- may be timely or costly to fix
<p>Annoyances</p> <ul style="list-style-type: none"> • Lack of focus • Noise making and/or talking • Out of seat • Cutting in line 	<p>Classroom Disruption</p> <ul style="list-style-type: none"> • Repeatedly off task, calling out that interrupts learning • Repeatedly interrupting others while working • Argumentative to peers and adults 	<p>Chronic/Serious Classroom Disruption</p> <ul style="list-style-type: none"> • Disruptions where area or room needs to be cleared
<p>Reluctant Compliance</p> <ul style="list-style-type: none"> • Initially resisting or ignoring directions 	<p>Ignoring Instructions</p> <ul style="list-style-type: none"> • Repeatedly and intentionally ignoring reasonable requests • Significant talk back 	<p>Defiance</p> <ul style="list-style-type: none"> • Aggressive body and/or verbal language • Chronically ignoring reasonable requests from any and all staff members
<p>Teasing</p> <ul style="list-style-type: none"> • Altering names • Annoying on purpose: bugging • Doesn’t care if it hurts others feelings 	<p>Pre-harassment</p> <ul style="list-style-type: none"> • “Put Downs” or “roasts” • Threatening stares • Mean-spirited teasing • Personal verbal attacks 	<p>Harassment</p> <ul style="list-style-type: none"> • Documented patterns of “put downs,” “roasts,” or personal attacks • Threats/extortions • Ethnic/racist, sexist, disability related, sexual orientation based or religious based remarks
<p>Not Keeping Hands/Feet/Objects to Self</p> <ul style="list-style-type: none"> • Poking or pushing • Pinching, jostling • Throwing class materials • Retaliating as above 	<p>Roughness</p> <ul style="list-style-type: none"> • Play wrestling, body holds, light kicking, light hitting, shoving • Aggressive posturing and/or pushing • Throwing class materials at another student 	<p>Fighting/Aggression</p> <ul style="list-style-type: none"> • Hitting/kicking/punching/pushing/throwing objects with the intent to seriously harm • Encouraging another to fight • Repeated play fighting in inappropriate time and place
<p>Punctuality</p> <ul style="list-style-type: none"> • Late to class (up to 5 min) • Leaves class without permission 	<p>Attendance & Punctuality</p> <ul style="list-style-type: none"> • Repeatedly late to class • Repeatedly leaving class without permission 	<p>Cutting/Elopement</p> <ul style="list-style-type: none"> • Leaving campus without permission • Skipping class

Bus Transportation & Safety

Student Transportation Services are run through the central office of PPS. Their [handbook](#) states that they are responsible for “protecting first the health and safety of its students and employees and secondly, recognizing the rights of each individual child to a quality education.”

More information can be found at: <https://www.pps.net/Page/179>

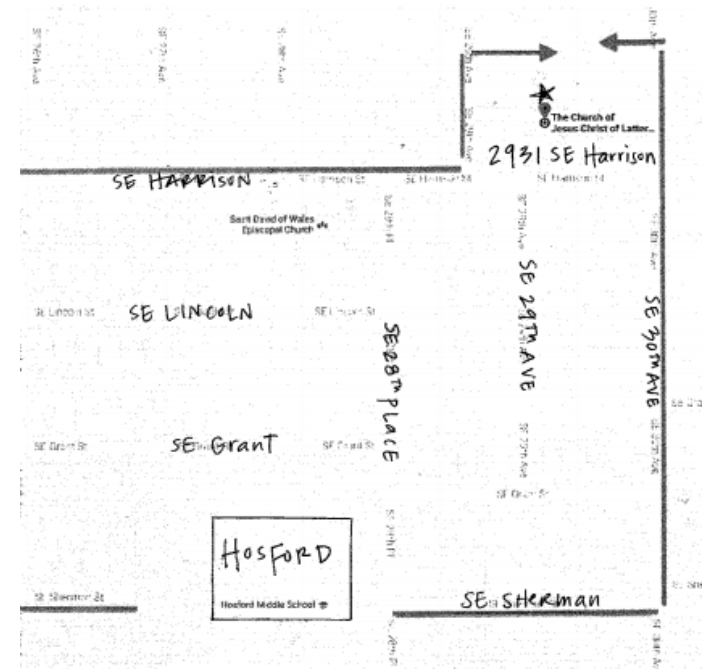
All PPS students receive school bus safety instructions annually on site. This program is designed to familiarize students with school bus safety and emergency evacuation. Students are held to the behavioral expectations outlined in OAR 581-053-0010 “Rules Governing Pupils Riding School Buses.” Students not in compliance with those expectations would see the following sequences of consequences:

Bus Driver Action Sequence* (**steps may be skipped for a serious infraction and are subject to administrative discretion*)

1. Informal warning by bus driver
2. Verbal warning and assigned seat by driver
3. Referral and bus contract
4. 2nd referral: 1-3 days suspension from bus
5. Repeated referrals: extended suspension from bus

Emergency Evacuation

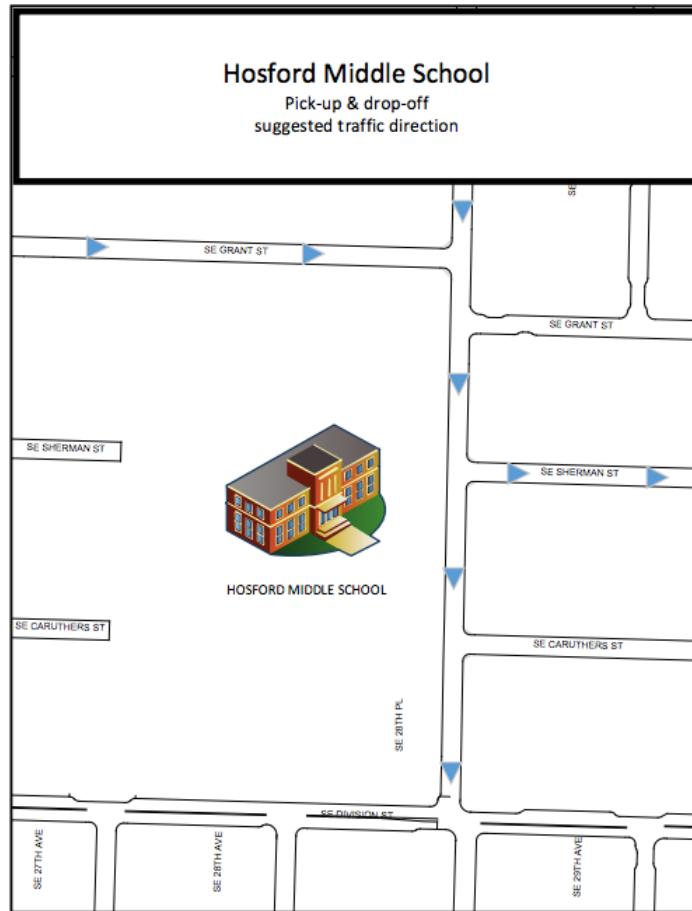
In the event of a catastrophic emergency that renders both our school building and school grounds unsafe, families should plan on finding their student at our off-site evacuation location. This site is on the grounds of The Church of Jesus Christ of Latter Day Saints at 2931 SE Harrison Street. Families should note that only parents/guardians and people identified on their student’s emergency contact list will be allowed to pick up their student. Each person with authorization to pick up a student must be prepared to show photo ID before the student will be released to them.



Student Arrival & Dismissal

Please use Hosford's suggested traffic direction flow map whenever driving to school. This flow around the school will encourage predictability and increase safety during pick-up and drop-off times. If driving your child to school, it is always recommended to park a few blocks away from school and walk the rest of the way to increase physical activity, improve air quality around school, and decrease congestion.

Please do not drop students in the bus zone on Grant Street. There are signs marking this zone off to keep a safe zone for student bus loading and unloading.









Avoiding these traffic violations will help keep our students safe and improve traffic congestion around school.

Thanks for doing your part to keep our campus moving!

- PARKING IN NO-PARKING ZONES**: Illustrates a car parked in a zone marked with a red 'P' and a red 'X', with a person walking nearby.
- BLOCKING BUS ZONES**: Shows a bus stopped at a bus zone with a red 'X' over it, indicating that parking is prohibited in this area.
- PARKING TOO LONG AND DOUBLE PARKING**: Illustrates a car parked in a zone marked with a red 'P' and a red 'X', with a person walking nearby.
- PARKING THE WRONG WAY**: Shows a car parked in a zone marked with a red 'P' and a red 'X', with a person walking nearby.
- BLOCKING IMPORTANT SPACES**: Shows a car parked in a zone marked with a red 'P' and a red 'X', with a person walking nearby.

School and Family Communication Tools

Below is a list of some tools available for families and community members to get information about what's going on at Hosford.

<p>School Website: pps.net/Hosford This is where you can access information about the school; meet our staff, get an updated school calendar, access, and register for the HEAT after school program.</p>	
<p>Synergy ParentVue: https://parent-portland.cascadetech.org/portland/ This tool can be used to access your student's grades, attendance, information, and also to communicate with teachers. Students will have access to the same information using Synergy StudentVUE.</p>	
<p>SafeOregon: https://www.safeoregon.com/ SafeOregon is a program created for Oregon students, parents, school staff, community members and law enforcement officers to report and respond to student safety threats.</p>	
<p>School Messenger: This tool is used to send email and text messages when there is an urgent notice from Hosford Middle School. Families are automatically signed up for this service when their student enrolls.</p>	
<p>Hotsheet: This weekly bulletin contains key information, announcements, updates, and resources from Hosford administration, as well as information from parent groups and organizations. Everyone with an email address on file is automatically signed up for this.</p>	
<p>School Café: breakfast and lunch are free to all PPS students for the 2021-22 school year.</p>	

School Pay: <https://pps.schoolpay.com/>

An online web tool that allows PPS families to pay for items such as registration fees, athletic fees, event tickets, uniforms, library fees and donations without having to make a special trip to the school or send a check with their students.



PTSA Listserv: This is a Yahoo group that is managed by PTSA volunteers and serves as a place for Hosford parents to connect. You can sign yourself up for the listserv at any time, by sending an email to hosford-subscribe@yahoogroups.com.

- PTSA Facebook account: HosfordParents
- PTSA Twitter account: hosfordparents